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handbook for Connecticut Selectmen

by

Patricia Stuart

Institute of Public Service
The University of Connecticut
Storrs, Connecticut

HANDBOOK FOR CONNECTICUT SELECTMEN

1960 Edition

By
Patricia Stuart

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FOREWORD

A **Handbook for Connecticut Selectmen** was first published in January, 1951, as part of the handbook series prepared and published by the Institute of Public Service. In October, 1955, a supplement was issued incorporating all changes to the original text through the 1955 session of the General Assembly.

This publication is the first major revision of the original handbook. The text has been completely reorganized and a separate index to the General Statutes relating to the selectmen has been added. Statutory references are current through the 1959 session of the General Assembly.

All of the publications in the handbook series, including this revision, are designed to provide a guide to the General Statutes but not a substitute for them. Selectmen and others using this handbook should consult the General Statutes of Connecticut, Revision of 1958, and the ensuing supplements for complete information relating to a specific question of authority or responsibility. References in all instances are to the General Statutes; special acts should be consulted in towns where they apply.

To experienced selectmen this handbook will provide a convenient reference to the General Statutes, while selectmen new to office will find it helpful in acquiring a working knowledge of their duties under the law. In addition, the handbook should continue to prove useful to teachers and interested citizens by bringing to them a more complete understanding of the numerous and varied duties for which selectmen are responsible in administration of town affairs.

In preparing this edition, every effort has been made to include reference to all powers and responsibilities conferred by the general statutes upon the selectmen as a board, or upon the first selectmen as designated by statute. In many instances it was necessary to summarize or mention only the most significant features of particular statutes. It is not possible or desirable for the purposes of this statutory guidebook to list applicable provisions in detail. Reference to the statutes is, therefore, strongly urged before any action or decision is made based on information published in this booklet.

The author of this revised edition is Patricia Stuart, Research Assistant on the staff of the Institute of Public Service. Completion of this project signifies another important contribution by Miss Stuart to the publication efforts of the Institute and to the handbook series in particular.

Every effort has been made to make this handbook as complete and accurate as possible. The Institute of Public Service assumes full responsibility for any errors and will be grateful to those readers who may call them to our attention. Readers are encouraged to suggest ways of improving future editions of this handbook.

BELDON H. SCHAFFER
Director, Institute of Public Service

January, 1960

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PART I
THE OFFICE OF SELECTMAN

HISTORICAL BACKGROUND

by Dr. Max R. White*

The office of selectman, unlike some other offices in colonial America, was not imported from England, but gradually evolved in New England. It may have been influenced by the office of churchwarden in the English parishes, but it was more likely modeled on the board of assistants of the Charter of the Colony of Massachusetts. The first record of the use of the term "selectmen" is found in Charlestown, Massachusetts, in 1635. Connecticut had selectmen, who were called "townsmen," in the town of Hartford as early as 1639; and the term, select men, is found in the first Code of Laws of Connecticut in 1650. In the seventeenth century, these officials were referred to in various towns and laws as select men, townsmen, select townsmen, or "those appointed to order the affaires of the town."

From the beginning, the selectmen exercised the general power to superintend the concerns of the town. Originally they carried out the instructions of the frequent town meetings which were held to decide the most minute details of town business. As the town meetings became more formal and were held at less frequent intervals, the selectmen acquired more discretionary power. Many of the important duties exercised by selectmen today originated in the seventeenth century. Among these are care of the poor and the insane, administration of the financial affairs of the town, admission of electors, warning of town meetings, administering of oaths to elected officials, and seeing that the boundaries of the town are properly marked. The layout of highways was their responsibility in the early days, but the important function of the care of the highways was exercised originally by the surveyors of highways. The germ of the power to issue licenses and permits is revealed in their "nominating" taverners to keep houses of public entertainment.

Some of the powers exercised at various times by the selectmen have either been transferred to other officials or become obsolete. "Taverners" are now licensed by the state. The selectmen no longer meet twice a year with the justices of the peace, grand jurors, constables, and tythingmen to consult about the suppression of profaneness, vice, and immorality, although they are still authorized to spend $500 a year for the prosecution of crime. Nor are they now required to keep a stock of ammunition in the town. The selectmen were on the board of health from 1805 until 1893, when their duties were taken over by the town health officer. From 1714 to 1798, the selectmen and justices of the peace were required to inspect local schools once every quarter year and inquire

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into qualifications of the masters, the proficiency of the children, and give needful directions to increase knowledge, civility and religion.

The powers that the selectmen have gained since the seventeenth century have more than made up for those they have lost. After a considerable period of experimentation with various methods of providing for the care of the highways in the latter part of the nineteenth century, this function has come to rest largely with the selectmen. The various activities of the selectmen relating to elections were gradually added during the nineteenth and twentieth centuries, as the need for greater regulation of elections became apparent. Duties in the field of finance have expanded with the increasing expenditures of the towns. Social, economic, and technological changes have brought responsibilities in such fields as public utilities, housing, planning, zoning, aeronautics, and traffic regulation.

The number of selectmen has varied from town to town and from time to time, but a Connecticut law of 1673 provided that each town was required to elect a number of selectmen not exceeding seven. This remained the law until 1915 when it was provided that towns having a population of less than 10,000 should elect not more than three. The requirement that the minority party be represented among the selectmen was also introduced in 1915.

The office of first selectman must have existed in practice before 1860, but for the first time in that year the office was mentioned in a law, which provided that the first selectman should be town agent. In 1874, for the first time, the election of the first selectman separately from the other selectmen was provided for by law. Since that time several powers have been vested in the first selectman alone, but it is still true that most powers are given legally to the selectmen as a body. The predominant position that the first selectman holds in most towns today is the result almost entirely of custom.

The office of selectman originated in New England to meet the natural need for an executive agency for town affairs. From the beginning the board of selectmen had a central role in the government of the town. Their powers have gradually increased through the centuries. By custom, one of the selectmen has come to carry on the day-to-day activities of the board, and this position of first selectman is now recognized in the law.

SELECTMEN AS THE CHIEF EXECUTIVE

The selectmen shall superintend the concerns of the town. From this short, but all-inclusive, statement derives the unique position of the board of selectmen in the some 130 Connecticut towns which operate under the selectmen-town meeting form of government. The selectmen have certain legislative powers—they convene the town meeting; they draft ordinances which the meeting adopts; they make certain appointments

which in consolidated towns and cities are made by the legislative body. The selectmen are the principle administrative officials of the town — they build and maintain highways; they keep the town's financial accounts; they administer the town's welfare services; they appoint administrative boards and commissions.

All of the major powers and duties which have been delegated by the state have been given to the board of selectmen; only a few minor administrative duties are given exclusively to the first selectman. The first selectman is designated as "town agent"; but his specific statutory duties principally are the issuing of some licenses and permits where there is no chief of police, performing the duties of a building inspector where none is appointed, and receiving notice of some hearings held by state officials concerning the town.

Some recently enacted statutes have delegated powers to the chief executive officer, chief executive authority, or administrative head of the town. These phrases are not defined in the statutes, nor is their meaning clear from the context of the provisions themselves. For example, the chief executive officer is a nonvoting member of the town planning commission; the chief executive officer must appoint a civil service commission when the town votes to create one; the chief executive officer appoints the town civil defense director; the administrative head of the town government approves destruction of town records. Nowhere is it stated whether these powers are given to the board of selectmen or to the first selectman.

While broad legislative intent should not be inferred from one isolated statement, Public Act 97 of the 1959 General Assembly (S.7-12a) merits some consideration in this connection. This act declares that "in each town for which its board of selectmen is the executive authority," the first selectman is to be a nonvoting member of all town boards, commissions and committees. The strength which this act gives to the first selectman's position as a coordinator of the activities of the many town boards and commissions is obvious. Perhaps less obvious is the hint of legislative recognition of the role which the Supreme Court of Errors set aside for the first selectman when it stated: "The selectman are a board or committee of the town and their duties are collective. It is convenient, if not necessary, to the orderly and efficient conduct of their business, that they should have a head or chairman who may act for them in matters of routine and other matters which have received their approval. For a long time one of the selectmen has occupied this rank or position and has been called first selectman . . ." (**Buck** v. **Barnes**, 75 C 462-63).

In a not insignificant group of Connecticut towns, the first selectman is a full-time administrative officer, indeed a chief executive. He is paid for his full-time services; he is the road superintendent, the welfare director, the town's accountant, the coordinator of all the activities of the town's government. The first selectmen who function in this manner, however, do not do so without assistance from the other board members.

More often than not in these towns the board meets at least once a month to discuss details of day-to-day administration as well as to make broad policy decisions. These towns represent the extreme sophistication of Connecticut's traditional form of town government. From this apex the role of the selectmen diminishes gradually until in many towns and cities with special charters their only function is the constitutionally imposed one of making voters.

ELECTION, OATH AND BOND

The selectmen are elected at the annual or biennial town or city election. Most towns elect a first selectman and two other selectmen; towns over 10,000 population may elect six selectmen in addition to the first selectman. Votes cast for the unsuccessful candidate for first selectman are counted for him as a member of the board, provided no person can be a candidate for first selectman and also for the board at the same election (S.9-188).

When a vacancy occurs in the office of selectman, it is filled within thirty days by the remaining members of the board. They may appoint one of themselves to the office of first selectman and then fill the remaining vacancy on the board. If the vacancy is not filled by the board within thirty days, it is filled by vote of the elective town officers of the same political party as the person vacating the office or, if he did not belong to a political party, by all the elected town officers. The vacancy is filled for the remainder of the unexpired term or until a special election is called (S.9-222).

The selectmen must be electors of the town; if a selectman ceases to be an elector, he may no longer serve as selectman (S.9-186). No more than a bare majority of the selectmen may be of the same political party (S.9-188). If the number of selectmen to be elected is even, a voter may vote for only one-half that number; if the number to be elected is odd, a voter may vote for no more than a bare majority (S.9-188). A selectman may not also hold the office of town clerk, town treasurer, tax collector, judge of probate or registrar of voters (S.9-210).

Before entering upon the duties of their office, the selectmen must be duly sworn. The person administering the oath must file a certificate that the oath has been taken with the town clerk who records it (S.1-22; 1-23; 1-24; 1-25).

The selectmen must furnish bond to the town. The bond must be good and sufficient, satisfactory to the town treasurer, and conditioned on the faithful performance of the duties of the office. In towns of 15,000 population and over in which the selectmen are the financial agents of the town, the bond for first selectman is not less than $3,000 and for the other selectmen, $2,500. The town meeting may require a higher amount. In all other towns, the town meeting may set the amount of the selectmen's bond, but not more than $3,000 (S.7-11).

PART II

SPECIFIC DUTIES OF THE SELECTMEN

The specific duties of the board of selectmen in towns which operate under the general statutes and in which these duties have not been delegated by special legislation to another executive officer have been grouped here under twenty-five headings. Because of the large number and variety of activities which the selectmen perform, no attempt has been made to quote the applicable statutory provisions in their entirety. It is necessary to consult the statutes in every instance for the details of carrying out the obligations stated. In many instances some of the duties may be carried out under very special circumstances which are not detailed in this booklet. Some responsibilities are shared with other town officials or with private individuals and corporations; these other persons have not been listed in most cases.

For convenience the statutory references have been included in the text. For example, (S.7-188) refers to section 7-188, i.e. section 188 of Title 7, of the 1958 Revision of the General Statutes of Connecticut. The supplements, published after 1958 as additions to the volumes of the general statutes, should be used for the most recent changes in any section and for new sections added. Part III of this handbook contains a complete index to all of the statutory provisions affecting the office of selectman at the present time.

BOUNDARIES

Boundary Markers. Each town must have its boundaries set out by plain and durable marks and monuments of the type specified in the statutes (S.7-113).

Review of Boundaries. Once in each five years the selectmen must appoint and pay two or more persons to perambulate the boundary lines and renew the bounds and monuments. This requirement applies to boundaries with other towns and with a city or borough in the town or in an adjoining town. Any town which neglects to do this must forfeit $15.00 (S.7-114).

BUILDING INSPECTION AND SAFETY

Safety in Public Buildings. In all towns and parts of towns not within the limits of a city or borough, the selectmen must require that all churches and schoolhouses and all public halls have safe exits and are arranged to promote the comfort and safety of persons visiting them. The selectmen may require that buildings be closed until these requirements are complied with (S.19-377).

Examination of Buildings. The selectmen may examine any building or proposed building in the town with reference to its safety and order correction of any abuse of the general statutes or ordinances. An attested copy of the order must be left at the usual place of abode of the occupant and the owner or builder of the building. The owner, builder or occupant may appeal the order to the court of common pleas (S.19-379).

Building Inspector. In towns without a building inspector, the first selectman may perform or designate an assistant to perform the duties of an inspector. These duties include inspection of buildings reported to be hazardous and ordering their repair or removal. In peformance of these duties, the first selectman has right of entry to all buildings between the hours of 9:00 a.m. and 5:00 p.m. (S.19-391).

State Building Code. Any town may adopt the state building code by ordinance (S.19-395). The town meeting must appoint an officer to administer the code. Two or more communities may adopt the code and appoint an enforcement officer jointly (S.19-396).

CHARTERS AND ORDINANCES

Vote to Draft Charter. The board of selectmen may, by a two-thirds vote of the entire membership of the board, initiate action to draft a charter for the town or revise an existing charter. Ten per cent of the voters may petition the selectmen to initiate such action (S. 7-188).

Charter Commission. Within thirty days after the vote or petition to draft a charter, the selectmen must by resolution appoint a charter commission or charter revision commission. The commission must have not less than five nor more than fifteen members who are electors of the town, not more than one-third of whom hold office in the town, and not more than a bare majority of whom are members of the same political party. The selectmen must specify by resolution when the commission must report the proposed charter or amendments, but the report must be made not later than one year from the date of its appointment (S. 7-190).

Public Hearing and Recommendations. Within thirty days after receiving the report of the commission, the selectmen must hold a public hearing on it; within fifteen days after the hearing they must make recommendations to the commission for proposed changes in the report. If no recommendations are made, the report as submitted is deemed final. The commission may confer with the selectmen about their proposed changes and may reject the recommendations. The commission must make its final report to the selectmen within thirty days after receiving their recommendations (S. 7-191).

Approval of Charter. Within fifteen days after receiving the final report of the commission, the selectmen must approve or reject the proposed charter or amendments. Separate provisions of the charter may

be rejected. No further action can be taken on rejected provisions for one year. The approved charter or amendments must be published in full at least once in a newspaper published or circulated in the town within thirty days after approval (S. 7-191).

Referendum. The selectmen must determine, by a majority vote of the entire board, whether the charter or amendments will be submitted to the electors at a regular or special election. The election must be held not later than one year after the selectmen approve the charter or amendments. The charter or amendments become effective if approved by a majority of the electors voting on them at a regular election or by a majority equal to 15 per cent of the electors of the town at a special election (S.7-191).

Home Rule Ordinances. The selectmen may initiate action to adopt a home rule ordinance in substitution for a special act relating to the town's government. The ordinance may contain the provisions of the special act, with or without changes not inconsistent with the constitution or general statutes, and may amend or repeal any home rule ordinance (S. 7-188). A home rule ordinance commission is appointed in the same way that a charter commission is appointed (S.7-190). Adoption of the ordinance follows the same procedure as that for a charter or charter amendments (S.7-191).

Initiation of Special Legislation. The general assembly is forbidden to enact any special legislation relative to the powers, organization and form of government of any town unless requested by the town to do so. A resolution requesting enactment of special legislation and specifying its purpose may be adopted by the board of selectmen or by a town meeting. The request may also be initiated by a petition filed with the town clerk (S.2-14).

Publication of Ordinances and Special Acts. All towns must compile and publish in permanent form all town ordinances and special acts relating to the town. This compilation must be kept up-to-date by publication of biennial supplements. The compilation and supplements must be available for sale to the public at a reasonable cost and must be filed with the secretary of state (S.7-148a).

CIVIL DEFENSE

Town Director and Advisory Council. Every town or city in the state must establish a local organization for civil defense in accordance with the state civil defense plan and program. Two or more towns or cities, with approval of the state civil defense director, may establish a joint civil defense organization. The local organization must include an advisory council and a director appointed by the chief executive officer of the town. The advisory council must include representatives of town agencies concerned with civil defense and representatives of interests which are important to the civil defense program in the town including

business, labor, agriculture, veterans' and women's groups and others (S.28-7).

Local Civil Defense Emergency. The chief executive authority of the town, with the approval of the governor, may in the event of serious natural disaster declare a local civil defense emergency (S.28-7).

Outside Aid. The chief executive authority of the town or city may request assistance from another municipality in an emergency (S.28-8).

Federal Aid. The chief executive authority of the town may accept offers of aid from the federal government or any person, firm or corporation and may authorize any officer of the town to receive such aid (S.28-15).

DISTRICTS

Definition. A district is defined as any fire, sewer, fire and sewer, and lighting district, village, beach or improvement association, and other district or association, except school district, which is wholly within a town and which has power to make appropriations or to levy taxes S.7-324).

Formation of a District. Twenty or more voters who do not live in a city or borough within the town may petition the selectmen to call a meeting of the voters in a proposed district to vote on the formation of a district. The petition must specify the limits of the district which may not include any part of a city or borough and the purposes for which it is being organized. The selectmen designate the place and time for the meeting which must be held within thirty days after the petition is filed. A written notice of the meeting, signed by the selectmen, is posted on a town signpost and in some prominent place in the district at least fourteen days before the date of the meeting; the notice is also printed in two successive issues of a newspaper published or circulated in the town S.7-325).

DOGS

Dog Warden. Annually, the selectmen in each town which has no city within its limits must appoint a dog warden for the town. The warden's term of office begins on April 1. The appointment must be reported to the commissioner of agriculture, conservation and natural resources not later than March 20. The warden may employ assistants with the approval of the selectmen (S.22-331).

Damage by Dogs. When a person sustains damage to his property by dogs and reports it to the selectmen, one of the selectmen and the person claiming the damage must estimate the amount of the damage. The damage must be to sheep, goats, horses, hogs, cattle, poultry or

domestic rabbits which have been confined by a fence or wall sufficient to keep them from roaming and must be reported to the selectmen within twenty-four hours after the owner has knowledge of the damage. If the owner and the selectman cannot agree on the amount of the damage, they must choose a disinterested third person to assist them. No claim for dog damage can be allowed anyone who has in his possession an unlicensed dog over six months of age (S.22-355).

Compensation for Dog Damage. The town pays the amount of the damage and the compensation of the person assisting in estimating the amount of the damage. It may recover this amount from the owners or keepers of the dogs if they are residents of the town. If the owners or keepers are nonresidents, the town may recover from the town of their residence (S.22-355). The selectmen may order a dog killed if the damage is not paid within ten days after notice of the amount of the damage (S.22-355). When a claim for damage exceeds $50.00, the selectmen must report it to the commissioner of agriculture, conservation and natural resources within five days and may call on the commissioner to assist them in appraising the damage (S.22-355). If the town pays the damage and cannot recover from the dog owners, the state treasurer will reimbuse the town (S.22-355).

Dog Pound. Every town must provide and maintain a comfortable sanitary building for use as a dog pound (S.22-336).

Nuisance . The selectman may order restraint or disposal of dogs upon complaint that they are a nuisance (S.22-363).

Pasteur Treatment. The selectmen must provide Pasteur treatment for persons injured by rabid dogs or other animals upon receiving a certificate of necessity for the treatment from a physician. The town pays for the treatment and may be reimbursed by the state for it (S.22-360; S.22-355).

Registration of Dogs. The selectmen must annually, at least thirty days before June 30, post on the town signpost the provisions of the statutes relating to the licensing of dogs (S.22-337).

EDUCATION

School Districts. When a school district lays a tax based on the town grand list, the selectmen and assessors sit as a committee to exercise the functions of the board of tax review with regard to changes in the list (S.12-200). The selectmen and town board of education sell any property belonging to an abolished school district (S.10-246).

Hardship Grants. The town meeting may direct the selectmen or the chairman of the board of education to apply to the state board of education for a hardship grant to finance a school building project (S.10-288).

School Registers. The selectmen must provide fireproof vaults or safes for preservation of school registers (S.10-150).

Truant Officers. The selectmen approve fees to be paid to officers arresting truants; the arresting officer must present a written statement showing the name of the child, the day of the arrest, and the school to which the child was returned (S.10-201).

ELECTIONS

Board for Admission of Electors. The selectmen and town clerk or assistant town clerk must determine the qualifications of electors (Conn. Constitution, Art. VI, sec. 4). These officials constitute the board for admission of electors (S.9-1).

Qualifications of Electors. Persons meeting the following qualifications may, on taking the electors' oath, be made electors: citizen of the United States; twenty-one years of age; resident of the state for one year next preceding the time of applying; resident of the town at least six months next preceding time of applying; ability to read in the English language any article of the constitution of Connecticut or any section of the general statutes at the time of applying; good moral character (Conn. Constitution, Art. VI, sec. 1).

No idiot or mentally ill person may be admitted as an elector (S.9-12).

A blind person may fulfill the reading requirement by writing from dictation or reading from raised print or the point characters used by the blind (S.9-13). A blind person must be admitted as an elector without reading if he can prove that he has previously been admitted as an elector in another town in the state (S.9-13).

Residents of state institutions retain their voting residence in their original town unless they are permanent residents of the institution (S.9-14).

Paupers being supported by a town are considered residents of the town to which they are chargeable (S.9-15).

A naturalized citizen must present to the board his certificate of naturalization issued by the court or a copy of the certificate made by the U.S. Immigration and Naturalization Service. A person who has acquired citizenship by birth abroad to a United States citizen parent or who derived citizenship through naturalization of a parent or spouse must present to the board his certificate of citizenship issued by the Immigration and Naturalization Service, a passport issued by the U.S. State Department on or after January 1, 1948, or a written statement signed by a

town clerk that the records show that the applicant has previously been admitted as an elector in the state (S.9-16).

Notice of Sessions of the Board. Notice of the time and place of sessions of the board for admission of electors must be printed in a newspaper published or circulated in the town and posted on the town signpost three days before each session. The notice must include a statement of the requirement of presenting naturalization papers or certificates of citizenship (S.9-16).

Sessions of the Board for Admission of Electors. The board for admission of electors is required by the general statutes to hold sessions to make voters at specified times; the town meeting may authorize additional sessions. Mandatory sessions must be held before every regular town and state election and in certain months of each even-numbered year. The number of sessions which must be held is governed by the town's population.

1. Before regular elections. Towns over 10,000 population hold sessions of the board for admission of electors between the hours of 9 a.m. and 8 p.m. on Saturday of the sixth week before every regular election. This session may be publicly adjourned from time to time until Saturday of the fourth week before the election, when another all-day session is held. On the last week day before the election a session of at least two hours duration is held between 9 a.m. and 5 p.m. for the purpose of admitting persons whose voting rights have matured since the last regular registration day (S.9-17).

Towns under 10,000 population hold sessions on these same days except that the hours are only from 9 a.m. to 6 p.m. (S.9-17).

In towns of less than 1,500 population the town meeting may vote to have shorter sessions on the above days provided that the sessions are held for at least three consecutive hours between 9 a.m. and 6 p.m. (S.9-17).

2. In even-numbered years. Sessions of the board for admission of electors must be held on one day in the third full week beginning with Sunday in even-numbered years as follows:

In towns over 50,000 population—in May, June, July, August, and September.

In towns of 5,000 but less than 50,000 population—in June, July, August, and September.

In towns of 2,000 but less than 5,000 population—in July, August, and September.

In towns of less than 2,000 population—in August and September (S.9-18).

The board for admission of electors sets the exact day of the week that these sessions are held and determines the hours. Each session

must be of at least three consecutive hours duration and is held between the hours of 9 a.m. and 8 p.m. (S.9-18).

The sessions specified in this section need not be held in any month during which a session of the board for admission of electors is held under the provisions of any special act or under section 9-17 or section 9-19 (S.9-18).

3. Additional sessions. The town meeting may authorize the board for admission of electors to hold additional sessions for not less than three consecutive hours between 9 a.m. and 8 p.m. No additional sessions may be held, however, during the four weeks immediately preceding any regular election (S.9-19).

Procedure for Admission of Electors. Each person who applies for admission as an elector must state under oath his name, residence, birthplace, date of his birth and his occupation, how long he has resided in the state and town, whether his privileges as an elector are forfeited by reason of conviction of crime, whether he has previously been admitted as an elector in Connecticut, and if the applicant is a married woman, the date of her marriage, the birthplace of her husband, and whether he is an alien or native born. These statements are made on a form furnished by the secretary of state and signed by the applicant (S.9-20).

Before his admission each applicant must read at least three lines of the state constitution or statutes, other than the title or enacting clause, in such manner as to show that he is not prompted nor reciting from memory. The board for admission of electors must allow either registrar of voters, if he requests, to select the lines to be read (S.9-20).

Upon the request of any elector of the town the board must require the applicant to prove his identity, place of birth, age and residence by the testimony under oath of at least one elector or by presentation of proof satisfactory to the board (S.9-20).

Each person found to be qualified may take the electors' oath and be admitted as an elector. Any selectman may administer oaths in any matter coming before the board for admission of electors (S.9-20). The electors' oath is the one specified in section 1-25.

Electors Previously Admitted in Another Town. A person who has already been made a voter in another town in Connecticut must state under oath that he has been so admitted, by what name and in what town he was admitted, and the street address from which he last voted in that town (S.9-21).

Instruction of Electors. One or more voting machines must be set up at each session of the board for admission of electors for the purpose of

instructing new voters and others in the use of the machines. It is not necessary to provide this instruction at the session held on the last week day before the election (S.9-22).

Admission of Members of the Armed Forces. On written request of a member of the armed forces as defined in section 9-24, the board for admission of electors may hold a special session to make him a voter (S.9-25). The statutes also provide for members of the armed forces to be made voters without appearing before the board by completing certain prescribed forms (S.9-26; S.9-27; S.9-28; S.9-29; S.9-30).

Admission of Persons Permanently Disabled. Any person who is permanently physically disabled may apply by mail for a special session of the board for admission of electors to make him a voter. If the application indicates that the person is eligible to be made a voter, the town clerk arranges for the board to hold a special session at the person's home not later than two months before the election (S.9-31a; S.9-31b).

Restoration of Names to the Voting List. Any person aggrieved by failure of the registrars of voters to restore his name to the voting list may appeal to the board for admission of electors at one of its regular sessions, provided written notice of appeal is filed with the town clerk at least one week in advance of the session. Any person who feels that a name has been erroneously restored may appeal to the board at a regular session after giving written notice to the elector whose right is questioned and to the board at least one week before the session (S.9-41).

If a registrar of voters refuses to enter on the voting list the name of any person claiming to be entitled to registration or to allow a name entered on the preliminary registry list to remain on it, any elector of the town or the person whose right is questioned may appeal to the board for admission of electors. The board must give reasonable notice to the registrars of the time and place of the hearing and must take testimony under oath at the hearing. The statutes specify the manner in which the hearing must be conducted (S.9-44).

Registry Lists. The selectmen decide how many sessions are to be held by the registrars to revise and correct the final list of registered voters. These sessions are held between Saturday of the fifth week and Saturday of the fourth week before the election (S.9-37).

Names of Convicts. The clerk of each court of criminal jurisdiction in the state furnishes to the selectmen, annually before September 10, the names of all persons convicted of crimes for which election privileges were forfeited. The selectmen and registrars strike these names from the list after giving written notice to the person being removed (S.9-45).

Warning of Town Elections. The selectmen must give notice and warning of town elections. The warning which is signed by at least a majority of the selectmen must specify the objects for which the election

is being held and must be posted on the town signposts and other places as designated by town meeting and printed in a newspaper published or circulated in the town. The posting and publication of the warning must be at least five days in advance of the election. A copy of the warning must be filed by the selectmen with the town clerk (S.9-226; S.9-227).

Town elections are usually held on the first Monday in October either annually or biennially. A special town election may be convened by the board of selectmen when it deems necessary provided the election may not be held earlier than ninety days following the day when the selectmen issue the warning (S.9-164). A special town election must be called by the selectmen when they are petitioned to do so by twenty electors of the town. The warning must be issued within ten days after receipt of the petition; and the election must be held, on a day designated by the selectmen, not earlier than the ninetieth day nor later than the one hundredth day following the issuance of the warning (S.9-164).

Polling Places. The selectmen may change the place of holding a state election. Notice of this change must be made in writing to the town clerk before the warning of the election is issued (S.9-168). The selectmen must provide suitable markers to indicate the 75-foot distance from the entrance to the polling places (S.9-236).

Voting Machines. The selectmen have the following responsibilities for the town's voting machines:

1. Provide enough machines to allow one machine for each 900 electors, or fraction thereof, at each polling place (S.9-238).

2. Send certain specified information to the secretary of state about each new voting machine purchased by the town (S.9-238).

3. Provide or authorize the registrars of voters to provide suitable rooms and voting machine booths for each election (S.9-240).

4. Give public notice of the rooms and voting machine booths at least one week before the election (S.9-240).

5. Provide, if the town clerk does not, sample ballot labels for each polling place (S.9-255).

Paper Ballots. Paper ballots may be used only (1) if there is insufficient space on the voting machines to include a referendum item and the town meeting directs that paper ballots be used and (2) when it is impractical to use the machines because of a large number of candidates or inability to obtain a sufficient number of machines (S.9-272). For paper ballot elections the selectmen must provide ballot boxes with proper locks and keys (S.9-287); deliver the keys after the boxes are locked to the town clerk (S.9-288); and provide suitable rooms and booths for holding the election (S.9-289; S.9-290).

FINANCE

Budget. In towns without a board of finance, the selectmen present to the annual town meeting or to the annual budget meeting itemized estimates of the expenses of the departments of the town for the coming year (S.12-122; S.7-388). In towns which have adopted the uniform fiscal year statutes and which have no board of finance, the selectmen must publish the budget in accordance with section 7-344. The budget must include the items specified in sections 7-344 and 7-390 (S.7-390).* The town meeting must make specific appropriations for all purposes authorized by law and provided for in the warnings of meetings at which appropriations are made (S.7-121).

Expenditures. No town officer may expend, or contract for expenditure of, more than is appropriated for any department. In cases of necessity connected with repair of highways and bridges and care of the town poor, appropriations may be exceeded by $500 except as provided in section 7-99 or section 13-53. In towns with a board of finance if it becomes necessary to spend more than the amount appropriated for any department, the selectmen notify the board of finance of the need for an additional appropriation. The board of finance may appropriate not more than $1,000; additional funds must be approved by town meeting on recommendation of the board of finance (S.7-348). In towns without a board of finance, any additional appropriations must be approved by town meeting.

When appropriations are not made before the beginning of the fiscal year, the disbursing officers may make necessary expenditures during the first ninety days of the fiscal year. Proper warrants must be used and the amounts must be authorized by the appropriating body—the board of finance or the selectmen. These expenditures constitute the first charges against appropriations for the fiscal year in which they are made (S.7-405).

Accounts. The selectmen must use the selectmen's distribution book and selectmen's orders prescribed by the state tax commissioner. The town may use another accounting system if it is approved by the commissioner (S.7-399).

Bonds and Borrowing. Any town issuing bonds may authorize the selectmen or board of finance to determine the rate of interest and the time of payment of bonds (S.7-370).

Tax Collector. The selectmen fix the amount of the tax collector's bond, which must be procured from a surety company of good standing. The premium on the bond is paid by the town (S.12-136). The selectmen may appoint an acting tax collector when the collector becomes unable to perform his duties. The appointment must be in writing, and the

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*For budgetary practices in towns with boards of finance, see **Handbook for Connecticut Boards of Finance**, Institute of Public Service, The University of Connecticut, 1956.

acting collector must be sworn and bonded (S.12-137). If the tax collector refuses to receive the rate bill, to give bond, or to collect and pay the tax within the time limit and returns the rate bill, the selectmen may deputize some person to collect the sums due on the rate bill (S.12-136).

Rate Bills. The selectmen are responsible for making out and signing rate bills showing the proportion each taxpayer must pay according to the assessment list. This means that the selectmen prepare the tax collector's rate book which itemizes the taxes due from each taxpayer. The selectmen must have a justice of the peace issue a warrant for the collection of the rate bills (S.12-130). The selectmen or town clerk assigns a number to each tax account (S.12-134). If the town fails to lay necessary taxes or to lay a tax sufficient to pay the town's current expenses, the selectmen must make a rate bill for the needed amount and have it collected (S.12-123).

Receipts for Taxes Paid. The town must supply the collector with record receipt books which contain forms in duplicate, consecutively numbered. The selectmen may issue a duplicate receipt where the original has been mutilated or lost (S.12-151).

Abatements and Refunds of Taxes. The selectmen may abate taxes of persons who are poor and unable to pay; they must present a list of these persons to the annual town meeting (S.12-124). The selectmen may also abate taxes of a corporation if the amount of taxes due by the corporation is a handicap to receiving a federal working capital loan. A written application for the abatement must be made; and a hearing may be held on the application and the facts stated in it (S.12-125).

The selectmen must approve abatement or refund of taxes on personal property assessed in more than one town, taxes paid by blind persons where proof of exemption has been delayed, taxes erroneously collected from veterans or their relatives, and excess payments. The tax collector receives applications for these abatements or refunds and turns them over with his recommendations to the selectmen who take final action (S.12-126; S.12-127; S.12-128; S.12-129).

Poor Debtor's Oath. A person committed to jail by the tax collector for nonpayment of taxes may apply to take the poor debtor's oath by giving the required notice to the selectmen. The town then pays the taxes of persons admitted to take the oath and the costs of commitment to jail (S.12-160).

Transfers to Suspense. In towns without a board of finance, the selectmen must examine the tax collector's list of uncollectible taxes and designate each tax which they believe to be uncollectible. These taxes may be transferred by the collector to the suspense tax book (S.12-165).

Deferred Collection. The selectmen authorize the tax collector to defer collection of property taxes when application for deferment is made (S.12-174).

Tax Liens. The selectmen may discharge liens filed to secure payment of taxes when the tax is abated or paid or on advice of the town counsel. A certificate discharging the lien must be filed in the land records (S.12-179). The town must pay the tax collector the reasonable cost of keeping the record of undischarged liens up-to-date (S.12-170).

Lists of Taxpayers. The selectmen must preserve the lists of taxpayers delivered by the collector to the town treasurer until the collector's accounts are finally settled (S.12-149).

Actions Against the Tax Collector. The selectmen must enforce forfeiture by the tax collector of his compensation when the collector has illegally retained tax money or tax lists (S.12-147). When a collector fails to collect and pay taxes within the time set by law, the selectmen apply to a justice of the peace (after January, 1961, to a judge of the circuit court) for an execution against the collector. The selectmen may apply to the superior court for removal of a collector who fails to perform his duties (S.12-154).

Annual Audit. The budget-making authority of the town annually must select an independent public accountant, approved by the state tax commissioner, to audit the town accounts. Towns which had average annual receipts from property taxation during the preceding three years of not more than $75,000 may request the state tax commissioner to audit their books. The cost of this audit is borne equally by the town and state. Towns which had average annual receipts between $75,000 and $150,000 during the preceding three years may also have the tax commissioner audit their books. The cost of this audit is borne entirely by the town (S.7-392).

Town Treasurer. The selectmen fix the amount of the town treasurer's bond which must be procured from a surety company of good standing approved by them. The premium on the bond must be paid by the town (S.7-79). The treasurer of the town deposit fund must execute a bond payable to the selectmen (S.7-355). The selectmen may appoint an assistant town treasurer who is sworn and bonded (S.7-82). The treasurer's record of receipts and payments are presented to the annual town meeting after adjustment by the selectmen (S.7-80).

Deposit and Investment of Town Funds. The selectmen may on request of any custodian of public funds designate banks which will be depositaries of public funds. The designation, which must be in writing, is filed with the town clerk and may specify the funds and maximum amounts to be deposited in each depositary (S.7-401). The town treasurer may, with approval of the town's budget-making authority, invest temporarily in direct obligations of the United States any portion of bond proceeds or other funds, including the general fund, as are deemed available for this purpose (S.7-400).

Selectmen's Orders. The selectmen must adjust and settle all claims against the town and draw orders on the treasurer for their payment.

The selectmen must make a monthly sworn statement to the town treasurer of the amount, number and date of each town order drawn by them. They must keep a true and permanent account of all expenditures; this account is verified under oath at the end of the year and made available for auditing and public inspection (S.7-12). All orders drawn by the selectmen on the treasurer must be signed by a majority of the selectmen and must be in duplicate or upon an order which has an attached stub. The duplicate or stub must contain a comprehensive statement of the amount and purpose for which the order was drawn (S.7-13; S.7-87).

Municipal Reserve Fund. Upon recommendation of the board of finance or of the selectmen in towns without a board of finance, the town meeting may create a reserve fund for capital and nonrecurring expenditures (S.7-360). In towns without a board of finance, the selectmen make recommendations to the town meeting for payments into the fund, direct the treasurer to invest the fund, and recommend use of the fund (S.7-361; S.7-362; S.7-364).

Appeals from Action of the Tax Commissioner. Any town aggrieved by an action of the state tax commissioner may appeal to the superior court (S.12-33).

Uniform Fiscal Year. In towns without a board of finance, the selectmen have specified duties in connection with changing to the uniform fiscal year (S.7-382 through S.7-390).

FIRE AND POLICE PROTECTION

Fire Department. The town meeting may establish a town fire department under the management of the board of selectmen. The selectmen may make regulations for conduct of the department; appoint, discipline and remove department employees; and purchase supplies and equipment for its operation. The town meeting may direct that the selectmen enter into an agreement with volunteer fire companies for fire protection in the town and prescribe conditions of financial assistance and regulation by the board of selectmen. A town fire department may not supercede any volunteer company which owns property without first making an agreement with the company as to the disposition of, and compensation for, the property (S.7-301).

Fire Police. The selectmen may appoint, for not more than one year, as many as twelve fire policemen who have the power and perform the duties of special constables at any fire in the town (S.7-313).

Fire Marshals. The selectmen, in towns where there is no board of fire commissioners or other similar board, appoint a town fire marshal and deputy fire marshals. Preference for these appointments must be given to regular or volunteer firemen (S.29-45). Towns may combine to appoint a fire marshal (S.29-48).

Board of Police Commissioners. Any town may, by ordinance, establish a board of police commissioners to organize and maintain a town police department (S.7-274). The selectmen may fill vacancies on this board (S.7-275).

Special Constables. The selectmen may appoint any number of special constables who serve for not more than six months (S.7-92). Specific provision is made for appointment of watchmen and janitors of public buildings as special constables (S.7-93; S.7-94; S.7-95; S.7-96).

Police Surgeon. The selectmen may appoint a police surgeon (S.7-291).

Police Powers of the Selectmen. Any selectman has the power to disperse riotous assemblies and persons loitering on or near highways (S.53-169; S.53-171; S.53-179). The selectmen may expend a sum not exceeding $500 a year for the detection and prosecution of crime (S.7-15). The selectmen may build or lease a lockup for persons awaiting trial (S.7-134). The selectmen may offer a reward of not more than $200 for information leading to arest and conviction of pesons committing high crimes (S.54-49).

HEALTH AND SANITATION

Director of Health. The selectmen of each town, with approval of the public health council, appoint a director of health for the town. The director holds office for four years from the time of appointment and until his successor is appointed. The selectmen may fill a vacancy in this office and appoint an acting director of health (S.19-74). A certificate of the appointment must be filed with the state commissioner of health (S.19-77). Regulations of the director of health must be approved by the state health department; the department must give notice of a hearing on the regulations to the selectmen and the director (S.19-82).

District Department of Health. If the town votes to join a district department of health, the selectmen annually appoint two members of the district board. Any town over 5,000 population is entitled to one additional board member for each additional 5,000 population or fraction thereof (S.19-106). The town is reimbursed by the state department of health for a portion of its expenditures for the district on application to the department (S.19-110).

Swamp Lands. The selectmen direct the draining or filling of swampy or wet places which are judged to be unhealthy by the town director of health (S.19-86).

Stream Pollution. The state water resources commission may, when it finds that a town is polluting the waters of the state, order the town to use or operate some practical and reasonably available system to reduce or eliminate the pollution. (S.25-21). Upon complaint of the selectmen,

the state department of health must investigate any alleged pollution of state streams and issue corrective orders (S.25-27). The governor, when requested by the town, may appoint special policemen to prevent contamination of reservoirs (S.25-44). The town may apply for an injunction to prevent pollution of water supplies and ice (S.25-51).

Sewer System. Any town may create a sewer authority to construct and operate a sewer system (S.7-246; S.7-247).

Vaccination. The town must pay all or a portion of a general vaccination against smallpox ordered by the town director of health (S.19-95).

Vital Statistics. The selectmen must approve appointments of assistant registrars and sub-registrars of vital statistics (S.7-38; S.7-65). Certain fees of registrars are to be paid by the town (S.7-73; S.7-76).

Meat Inspectors. In any town in which there is a slaughterhouse, the selectmen must appoint a meat inspector (S.22-269). The inspector is paid by the town and pays all fees he collects to the town treasurer (S.22-271).

Notice to Commissioner of Agriculture. The selectmen must notify the state commissioner of agriculture, conservation and natural resources and the town director of health of any case or suspected case of glanders or farcy (S.22-281).

Corpses for Anatomical Purposes. Under specified conditions, the first selectman delivers corpses to The University of Connecticut or Yale University School of Medicine (S.19-139; S.19-140).

HIGHWAYS

Towns to Build Highways and Bridges. Towns must build and repair all necessary highways and bridges within their limits. The annual town meeting may provide for the repair of the town's highways for a period of five years. If the town fails to so provide, the selectmen may provide for such repairs for one year (S.13-2). The annual town meeting may accept as public highways streets and highways located in the town (S.13-3). The town must maintain all highways and bridges except those built or accepted under the statutes relating to state aid or those improved by the state (S.13-144; S.13-128).

Superintendent of Highways and Bridges. Town may vote to appoint a superintendent of highways and bridges to assume the duties of the selectmen with regard to highways and bridges. The selectmen appoint the superintendent for a three-year term (S.13-53; S.13-54).

Layout of Highways. The selectmen may lay out necessary highways. A written survey describing each highway is recorded in the land records of the town (S.13-22). No individual may lay out a highway and

open it to the public without approval of the selectmen. The first selectman must close any street or highway laid out in violation of these provisions (S.13-25). There is a special procedure for layout and maintenance of highways dividing towns (S.13-26). If the selectmen refuse to lay out or maintain a highway, any person may apply to the superior court to force action (S.13-40).

Discontinuance of Highways. The selectmen may, subject to town meeting approval, discontinue any town highway or private way except those laid out by any court or the general assembly (S.13-31). The selectmen must approve discontinuance of highways by a private water company wishing to enlarge a reservoir (S.13-32).

Snow Removal. The selectmen must open within a reasonable time all highways blocked by snow. Any selectman who fails to open a highway after written request of six taxpayers residing on or near the highway may be fined $10.00 (S.13-16). Rural free delivery routes must be opened (S.13-17). The highway commissioner may direct the selectmen to remove snow from trunk line highways at the expense of the state (S.13-143).

Guideposts. The selectmen must erect and maintain guideposts for direction of travelers at each intersection of highways leading to different towns (S.13-20).

Assessment of Highway Benefits and Damages. The selectmen may assess the benefits of laying out, opening, grading or alteration of any highway against property owners receiving special benefit therefrom. Any property owner is entitled to payment from the town for special damage to his property (S.13-27; S.13-28; S.13-30; S.13-45).

Materials from Private Land. The selectmen may take materials from private land for highway work under certain circumstances and after payment to the owner (S.13-58).

Boundaries of Highways. Whenever the boundaries of any highway are uncertain, the selectmen, on written application of anyone owning property adjoining the highway, may define the boundaries and conduct a hearing on their decision (S.13-49). Boundaries of new highways must be marked and defined in a specified manner (S.13-51).

Bridges. No bridge may impair the passage of opendeck vessels used for business purposes (S.13-5). Bridges over railroads must be a certain height (S.13-8). The expense of building and repairing bridges between towns is paid by them according to average annual tax receipts (S.13-4).

Guard Rails. Sufficient railing or fence must be erected and maintained on bridges and parts of roads which are raised above the

adjoining ground. Damage may be recovered for injuries suffered because of lack of guard rails (S.13-10).

Damages due to Defective Roads and Bridges. Any person injured by means of a defective road or bridge may recover damages from the person responsible for their repair. Notice of the injury and other pertinent information must be given within sixty days, or if the accident is due to ice or snow within thirty days, to a selectman or the town clerk (S.13-11).

Sidewalks. Any town may build and maintain sidewalks (S.7-117). The town meeting may enact ordinances regulating the construction and maintenance of sidewalks by property owners. The selectmen may construct or repair sidewalks and remove snow and ice from them on neglect of the owner. The cost of this work constitutes a lien against property provided the selectmen file the lien with the town clerk within sixty days of completion of the work (S.7-118). Before a sidewalk is constructed under a town ordinance, the selectmen may make a finding of fact, based on a hearing, that public necessity and convenience require that the sidewalk is needed. After a copy of this finding is given to the property owner, he has twenty days in which to appeal to the court of common pleas (S.7-119).

Street Numbers. In the absence of a planning board or commission, the selectmen may assign street numbers (S.7-120).

Town Aid Funds. A specified amount of state funds is available annually to towns for construction, reconstruction, improvement or maintenance of highways, bridges or structures incidental to highways and bridges. These funds are also available for plowing snow, sanding icy pavements, trimming and removing trees, and installation and maintenance of traffic signs, signals and markings provided not more than 20 per cent of each annual allocation may be expended for winter maintenance, tree care and traffic control (S.13-56). Town aid funds are allocated on the basis of total mileage of improved highways in the town (S.13-57). The town must pay for the right of way of any highways constructed with town aid funds (S.13-59). The state highway commissioner is authorized to make agreements with the selectmen relative to the location, construction, improvement or maintenance of highways under these provisions (S.13-58). When a town has determined to construct roads under these provisions and has made an agreement with the highway commissioner, the commissioner may call for bids and award a contract for the construction or may award the contract to the town (S.13-65).

Improvement of Unimproved Roads. A specified sum is allocated annually from the state's highway fund for distribution to the towns for improvement of unimproved roads or for the purposes for which town aid funds may be used (S.13-64).

State Aid and Trunk Line Highways. The highway commissioner, with the approval of the selectmen, may accept as state aid road any

road which connects with any trunk line highway or state aid road (S.13-103). The highway commissioner and the selectmen may agree to permanent exchange of sections of state highway and town highway or temporary exchange of sections for purposes of snow removal (S.13-116).

Highway Lighting. Upon request of the town the highway commissioner may enter into an agreement with the town to reimburse it for 25 per cent of the cost and annual maintenance of new highway lighting installations on agreed portions of state-maintained highways (S.13-123) At the request of the town, a system of street lighting on any bridge may be installed by the state provided the town reimburses the state for the entire cost (S.13-127).

Expressway Damage to Highways. When any town highway or bridge is damaged by equipment used in the construction of any expressway, the highway commissioner may make an agreement with the town for cost of the repair of this damage. If the town and the commissioner cannot agree on the cost, the town may bring action against the commissioner in the superior or common pleas court (S.13-191).

HOUSING

Housing Authorities. A housing authority is created in every town and city in the state, but it cannot transact any business until the selectmen declare by resolution that there is a need for a housing authority in the town. Their resolution is based on findings that insanitary or unsafe dwellings exist in the town or that there is a shortage of safe or sanitary dwellings (S.8-40). The selectmen of two or more towns may create a regional housing authority (S.8-40). The selectmen may appropriate funds to the authority to cover its expenses in the first year of operation (S.8-61).

Commissioners of Housing Authority. The selectmen appoint five commissioners of the housing authority who serve for five-year overlapping terms. Commissioners may not hold any other public office in the town. The selectmen designate the first chairman of the commission (S.8-41). The selectmen may remove commissioners from office for inefficiency, negect of duty, or misconduct in office (S.8-42).

LICENSES AND PERMITS

Advertising Signs. The consent of the selectmen is necessary before the highway commissioner permits erection of certain advertising signs (S.21-61). The selectmen must remove certain signs at the request of the state police commissioner (S.21-60).

Auctions. A majority of the selectmen issue licenses for auctions to nonresidents. No license is necessary for sale of provisions, charcoal, wood, products of a farm, and second-hand household furniture (S.21-1; S.21-2).

Bazaars and Raffles. The first selectman, in towns in which there is no police chief, issues licenses for bazaars and raffles where these have been approved by the town (S.7-173).

Billiard or Pool Rooms. The first selectman grants permits to suitable persons to conduct public billiard and pool rooms and may revoke any permit issued by him (S.53-280). The first selectman may order all public billiard or pool rooms to close at midnight (S.53-281).

Bingo. The board of selectmen decides whether the playing of bingo will be permitted in the town and makes rules and regulations governing its playing. The first selectman issues individual permits and may revoke them (S.7-169).

Crematory. In towns without zoning commissions, the selectmen approve the location of crematories when they are not located in a cemetery (S.19-165).

Dangerous Weapons. The first selectman may issue permits for carrying dangerous weapons (S.53-206).

Exhibitions. The selectmen may license and regulate any exhibitions held in the town (S.21-6).

Fireworks. Where there is no police or fire department, the first selectman approves applications to the state fire marshal for permits for supervised displays of fireworks by municipalities, fair associations, amusement parks and other organizations (S.29-97).

Fuel Oil Burners and Storage Tanks. The selectmen may enact rules and regulations for the installation of fuel oil burners, equipment and storage tanks (S.29-59).

Gasoline. Applications to the state commissioner of motor vehicles for licenses to sell gasoline must be accompanied by a certificate of approval of the location given by the selectmen, if there is no town manager or zoning board of appeals (S.14-321). A hearing on the application for approval of the location must be held not less than two nor more than four weeks from the date of application. The selectmen must take certain factors into consideration before granting the certificate (S.14-322). The selectmen may request the commissioner of motor vehicles to perform their function in approving the location (S.14-323).

Itinerant Vendors. An itinerant vendor is any person who engages in a temporary or transient business or who conducts closing-out sales (S.21-27). In addition to a state license, an itinerant vendor must have a license issued by the selectmen in each town where he does business. In order to receive a license a vendor must pay a fee fixed by the selectmen or a fee equal to the amount of taxes assessable in the town on the

goods which they are to sell. The license is valid as long as the vendor continuously sells the stock of goods or merchandise, but not longer than the first day of October following its date (S.21-29). Veterans, who served in time of war as defined in section 21-103 and who have been residents of the state for the two years preceding application for a vendor's license, do not have to pay a fee for the license, provided they present proof of residence and service (S.21-30).

Junk Dealers. A junk dealer is anyone who engages in the business of selling and trading junk, old metals, scrap, rags, waste paper or other second-hand articles (S.21-9). Any town may regulate licensing of junk dealers by ordinance. A certificate of registration issued by the state police commissioner must be presented by each applicant for a license (S.21-10). The license is issued by the selectmen (S.21-11). The selectmen may examine the dealer's record of his transactions at any time (S.21-11).

Lodging Houses. The selectmen may grant licenses to suitable persons to be lodging house keepers and to carry on the business of renting rooms and beds for lodging and may revoke such licenses for cause. A register of all persons lodging in the house must be kept in English and must be open to inspection by the selectmen (S.21-48).

Motor Vehicle Junk Yards. A motor vehicle junk yard is any business at which are stored or deposited two or more unregistered motor vehicles no longer in condition for legal use on public highways or parts equivalent to two or more motor vehicles (S.21-15). A certificate of approval of the location of the yard must be issued by the selectmen in towns without a zoning board of appeals before a state license may be obtained (S.21-16). A hearing must be held before approval of the location is granted (S.21-17).

Motor Vehicle Dealers and Repairers. To obtain a state license for dealing in and repairing motor vehicles a person must first obtain and present to the commissioner of motor vehicles a certificate of approval of the location of the place of business. This certificate is issued by the selectmen in towns in which there is no zoning board of appeals (S.14-54). A hearing must be held on the application (S.14-55). The town may request the commissioner to approve the location (S.14-56).

Pawnbrokers. All persons, corporations or partnerships which loan money on deposits of tangible personal property must be licensed as pawnbrokers (S.21-39). The selectmen may grant and revoke pawnbrokers licenses (S.21-40). Pawnbrokers must keep a record of their transactions which may be examined by the selectmen at any time (S.21-41).

Refineries. Refinement of crude or petroleum oils on the shores of any waters of the state must be under the regulation of the selectmen (S.7-160).

Refuse Treatment Plants. Permits for operation of plants to treat garbage, refuse, bones, fat or other rejected or unwholesome or waste substances are granted by a commission composed of the selectmen and the town director of health. A hearing must be held on the application for the permit (S.7-161).

Revolvers and Pistols. The first selectman may issue permits in a form prescribed by the commissioner of state police for the retail sale of pistols and revolvers or for carrying a pistol or revolver (S.29-28). Information about the applicant's criminal record must be filed (S.29-29).

Sunday Concerts, Motion Pictures, Theatrical Entertainments, Sports Events and Dog Shows. The selectmen may vote to allow these events on Sundays. Provision is also made for petitioning by 15 per cent of the voters for a vote to permit holding of these events on Sundays (S.7-164; S.7-165; S.7-166; S.7-167; S.7-168).

Wild Animals. Transportation of wild animals must be licensed by the first selectman (S.53-185).

OFFICERS AND EMPLOYEES

Appointments. If no provision is made by law for appointment of any town officers, they are to be appointed by the selectmen (S.9-185). Specific provision is made for the selectmen to appoint the following officers:

Acting director of health (S.19-74).
Acting tax collector (S.12-137).
Acting town clerk (S.7-20).
Agent for suppression of gypsy and brown-tail moths (S.22-93).
Assistant town treasurer (S.7-82).
Aviation commission (S.12-80).
Board of finance, at time of establishment (S.7-340).
Cemetery committee (S.19-153).
Civil service commission (S.7-408).
Director of health (S.19-74; S.19-77).
Dog warden (S.22-331).
Examiner of land records (S.7-14).
Fire marshal (S.29-45).
Gas or electrical commission (S.7-216).
Health, board of a district department (S.19-106).
Housing authority commissioners (S.8-41).
Industrial development commission (S.7-136).
Inspector of meat (S.22-269).
Inspector of weights and measures (S.43-8).
Jury committee (S.51-221).

Measurer of wood (S.43-27).
Oyster committee (S.26-238).
Parking authority (S.7-203).
Police surgeon (S.7-291).
Redevelopment agency (S.8-126).
Special constables (S.7-91; S.7-92; S.7-93; S.7-94; S.7-95; S.7-96; S.26-6a).
Superintendent of highways and bridges (S.13-54).
Town manager (S.7-98).
Tree warden (S.23-58).
Welfare advisory board (S.7-127).

Approval of Appointments. The selectmen must approve the appointments of:

Assistant registrar of vital statistics (S.7-38).
Assistant town clerk (S.7-19).
Sub-registrar of vital statistics (S.7-65).

Removals. Specific provision is made for the selectmen to remove the following officials:

Civil service commission (S.7-408).
Dog warden (S.22-335).
Housing authority commissioners (S.8-42).
Local fire marshal (S.29-46).
Superintendent of highways and bridges (S.13-54).

Resignations. A town clerk desiring to resign from office submits his resignation in writing to the selectmen. The resignation becomes effective on the date specified by the retiring officer or, if no date is specified, upon the date of its submission. All other officers wishing to resign submit their resignations to the town clerk (S.7-103).

Compensation Fixed by Selectmen. The selectmen are required to fix the compensation of the following officers:

Agent for suppression of gypsy and brown-tail moths (S.22-94).
Assessors, if not set by the town (S.12-121).
Board of tax review, if not set by the town (S.12-121).
Inspector of weights and measures (S.43-8).
Police surgeon (S.7-291).
Registrars of voters, deputy registrars, and assistants (S.9-194).
Tree warden and deputies, if not set by the town (S.23-58).
Town clerk, registrar, and deputy registrar for certain duties in connection with elections (S.9-124).

Town clerk, compensation for all required services not fixed by statute (S.7-34).

Official Bonds. The selectmen must fix the amount of the bond of the following officers:

Acting tax collector (S.12-137).
Assistant town treasurer (S.7-82).
Assistant town clerk (S.7-19).
Constables and special constables (S.7-86; S.7-93).
Gas or electrical commissioners (S.7-216).
Superintendent of highways and bridges (S.13-53).
Tax collector (S.12-136).
Town clerk (S.7-16).
Town treasurer (S.7-79; S.7-355; S.45-85).

Vacancies. Except as otherwise provided by law, the selectmen may fill vacancies on town boards and commissions if the board or commission fails to do so within thirty days after the vacancy occurs (S.7-107). Vacancies in elective town offices must be filled at the next town election or at a special election; but until the vacancy is so filled, it must be filled by appointment of the selectmen. The selectmen fill all vacancies in offices to which they have the power of appointment (S.9-220). The statutes make specific provision for the selectmen to fill vacancies in the following offices:

Board of gas and electrical commissioners (S.7-216).
Board of police commissioners (S.7-275).
Civil service commissioners (S.7-408).
Director of health (S.19-74).
Industrial development commission (S.7-136).
Registrar of voters (S.9-192).
Town manager (S.7-98).
Zoning board of appeals (S.8-5).

The first selectman must notify the secretary of state of a vacancy in the office of town clerk within five days after the vacancy occurs (S.9-223).

Oaths. After the election or appointment of any town officers of whom an oath is required by law, the selectmen must immediately cause them to be sworn to faithful discharge of their respective duties (S.7-12).

Merit System for Town Employees. The town meeting may submit the question of the adoption of a merit system for town employees as provided for in sections 7-407 through 7-424 of the general statutes to a referendum vote at a special or regular election (S.7-407). Within thirty days of the approval of the merit system, the chief executive officer of

the town must appoint a civil service commission of three members for six-year overlapping terms. No more than two commissioners may be of the same political party; none may hold a position with the federal, state or town government. The chief executive officer may remove any commissioner for specified causes and may fill vacancies on the commission (S.7-408).

Retirement System for Town Employees. Any town may by a resolution passed by the board of selectmen subject to referendum accept sections 7-425 through 7-459 which provide for the town's participation in the Connecticut municipal employees retirement system (S.7-427).

Minority Representation. After July 1, 1960, the maximum number of members of any elected or appointed town board, commission or committee who may be members of the same political party is: two if total membership is three; three if total membership is four; four if total membership is five or six; five if total membership is seven or eight; six if total membership is nine; two-thirds if total membership is over nine. A special procedure is to be followed in determining which is to be the majority and minority party. These provisions do not change the membership of any board or commission which has a greater degree of minority representation (S.9-167a).

First Selectman Ex Officio Board Member. Unless otherwise provided by law, the first selectman, in each town in which the board of selectmen is the executive authority, is an ex officio member, without vote, of all town boards, commissions and committees. This provision does not affect any special acts which give the first selectman power to vote on boards, commissions and committees (S.7-12a).

PENALTIES

Throughout the general statutes there are various provisions penalizing the selectmen for neglect or wrongful performance of duty or violation of law. The penalties are usually fine or imprisonment or both. Penalties are provided for the following violations:

1. For willfully authorizing or contracting for expenditures or debts in excess of appropriations except for the necessary repair of roads or bridges or support of schools or paupers (S.4-100).

2. For neglecting to perform the duties of office (S.7-104).

3. For failure to use proper form of selectmen's orders (S.7-13).

4. For failure to require of the town treasurer a sufficient bond (S.7-12).

5. For failure to carry out duties in connection with indexing and preservation of land records (S.7-14).

6. For employment of private detectives, not in accordance with the statutes (S.7-238).

7. For expending, in a town with a board of finance, money not appropriated in accordance with the statutes (S.7-349).

8. For a false report on finances of the town (S.7-398).

9. For failure to comply with the law on uniform accounting systems (S.7-399).

10. For failure to warn an election (S.9-350).

11. For being in session for the purpose of admitting electors except on days prescribed by law (S.9-349).

12. For neglect of duty or fraud in connection with elections or admission of electors (S.9-355).

13. For violating specified provisions of the statutes on the levy, assessment and collection of taxes (S.12-150; S.12-170).

14. For failure to open highway blocked with snow (S.13-16).

15. For failure to report the existence of glanders or farcy (S.22-281).

16. For delivering a corpse for medical study in violation of law (S.19-444).

17. For keeping sums in excess of salary (S.53-260). For taking unlawful commissions, rewards, and gratuities (S.53-261; S.53-262). For fraud (S.53-364). For embezzlement (S.53-354).

PLANNING, ZONING AND REDEVELOPMENT

Planning Commission. The ordinance creating a planning commission must provide for its election or appointment and fix the term of office of its members. The chief executive officer of the town is a member of the commission without voting privileges (S.8-19).

Municipal Improvements. No action may be taken by any town agency or by the town meeting on any proposal involving the location, acceptance, abandonment, widening, narrowing or extension of streets, bridges, parkways or other public ways, the location, relocation, acquisition of land for, or the abandonment, sale or lease of, airports, parks, playgrounds and other town owned properties and public buildings, the extent and location of public utilities and terminals, or the extent and location of public housing and redevelopment of specific areas until it has been referred to the planning commission for a report (S.8-24).

Zoning Commission. A town meeting may vote to create a zoning commission. In towns of less than 5,000 population, the selectmen may be empowered to act as the zoning commission (S.8-1).

Zoning Board of Appeals. Vacancies on the zoning board of appeals may be filled by the selectmen (S.8-5).

Redevelopment Agency. The town may create a new redevelopment agency to consist of electors of the town or may designate the town housing authority, the state public works commissioner, or other appropriate state agency as the redevelopment agency of the town. The members of a new agency are appointed by the selectmen with approval of the town meeting. The agency has five members appointed for five-year overlapping terms (S.8-126).

PUBLIC UTILITIES

Gas and Electric Companies. When the town operates a gas or electric plant, the selectmen may direct that additional financial information be furnished by the board of commissioners, superintendent or clerk of the plant (S.7-221).

Complaint of Dangerous Conditions. The town may make a written complaint to the public utilities commission of defects in the plant or equipment of a public service corporation which endanger public health and safety (S.16-12). The town may also complain of danger to pipes and conductors from escaping electricity (S.16-14).

Telegraph, Telephone, Power and Water Companies. The selectmen have full direction and control of placement, erection and maintenance of wires, conductors, fixtures, structures and apparatus of these companies and may designate the kind, quality and finish of installations. The selectmen may make regulations to carry out this power (S.16-235). The selectmen may regulate street openings and excavations (S.16-229; S.16-231). The town may use certain telephone and telegraph lines for municipal signal wires (S.16-233). The selectmen are to be notified by the public utilities commission of a hearing on construction or extension of a telephone system (S.16-250).

Motor Buses and Taxicabs. The town may petition the public utilities commission concerning the routes, fares, speed, schedules, continuity of service and convenience and safety of passengers of motor bus companies and taxicabs. The commission must notify the first selectman of a hearing on an application for operation of motor buses and taxicabs in the town (S.16-309; S.16-320).

Livery Service. The public utilities commission must notify the first selectman of a hearing on an application for operation of a motor vehicle in livery service (S.16-326).

Rates. The town may complain to the public utilities commission regarding discriminatory or unreasonable rates of public service corporations (S.16-21).

Railroads. The public utilities commission must notify the selectmen of an order permitting the construction of a railroad at a highway grade crossing and of hearings to determine whether a grade crossing should be eliminated or whether obstruction to view should be removed (S.16-97; S.16-102; S.16-109).

The selectmen may request the public utilities commission to:

1. Order a railroad company to relocate a highway near a railroad (S.16-113; S.16-115).

2. Order elimination of a grade crossing (S.16-100).

3. Order a railroad to comply with the law requiring guard rails (S.16-121).

4. Make orders concerning commercial or industrial sidetracks at grade (S.16-135).

5. Order non-use or regulate use of tracks for switching purposes (S.16-157).

6. Regulate blowing of engine whistles (S.16-149; S.16-150).

7. Order installation of gates, flagmen or signal devices (S.16-159).

8. Order a railroad to stop a passenger train at a station (S.16-139).

9. Order a railroad to bulletin late arrival and departure of trains (S.16-170).

10. Examine any railway or street railway in the town (S.16-51).

The selectmen may complain to the public utilities commission regarding connecting facilities and approve petitions to the commission by individuals aggrieved by lack of connecting facilities (S.16-64; S.16-61).

The town must place and maintain signs, furnished by railroad companies, at grade crossings (S.16-160). The town may construct, with permission of the public utilities commission, footways on the line of any railroad bridge or causeway (S.16-124). The state must reimburse the town for the removal of certain grade crossings (S.16-112).

RECORDS AND DOCUMENTS

Fireproof Vaults. All public records of the town must be kept in fireproof vaults, safes or buildings (S.7-27).

General Index of Land Records. In all towns in which there is no general index of the land records, the selectmen must have one prepared at town expense by some competent person under the supervision of the examiner of public records (S.7-14).

Examiner of Land Records. Annually, during September the selectmen must appoint a suitable person to examine the land records and indexes and report in writing to the town clerk all errors and omissions (S.7-14).

Repair of Records. The selectmen must annually ascertain the condition of all town records and have any volume repaired or rebound where this is necessary for their preservation (S.7-14).

Probate Records. The town must provide fireproof vaults or safes and books and supplies for records of the probate court (S.45-14; S.7-24; S.7-25; S.45-12).

Destruction of Records. Any official, board or commissioner of a town, except the town clerk or tax collector, may with the approval of the administrative head of the town government and of the state examiner of public records destroy any document relating to any matter which has been disposed of and of which no record is required after six years. With similar approval the tax collector may destroy duplicate receipt books or duplicate tax receipts after fifteen years. The town clerk may, with approval, destroy liquor permits and corporation annual reports after seven years, motor vehicle lists one year after the date of the assessment list for which they have been used, voting check lists after four years, any tax lien dated prior to 1913, and tax liens or attachments after they have been recorded. The town clerk may destroy, with approval, all documents which have been recorded in the land records after three years provided the documents have been photographically reproduced (S.7-109).

Delivery to State Librarian. Any official of the town may turn over to the state librarian, with his consent, for preservation in the state library, any official records and documents not in use in his office (S.11-4).

Photographic Reproduction. Any officer of the town may have records, papers or documents photographed, microphotographed or reproduced on film (S.1-16). These reproductions are considered for all purposes the same as originals (S.1-17). The originals of records so reproduced may be disposed of in any manner approved by the selectmen, the attorney general, and the examiner of public records (S.1-18).

Access to Public Records. Except as otherwise provided by federal or state law or regulation, all records of any executive, administrative, legislative or judicial body, agency, commission or official of the state and its political subdivisions are public records. Any resident of the state has the right to inspect or copy such records at any reasonable time as determined by their custodian (S.1-19). Permission to inspect and copy public records may be refused by their custodian on the ground that inspection and copying would adversely affect the public security or financial interest of the government or that such denial is necessary to protect

the reputation or character of any person. The reasons for denial must be given in writing. Any person aggrieved by this denial may appeal within fifteen days to the court of common pleas (S.1-20).

TOWN MEETINGS

Warning and Notice. The warning of each town meeting must specify the objects for which the meeting is to be held. It must be signed by at least a majority of the selectmen. Notice of a town meeting must be given by posting the warning on town signposts and other designated places and by publication in a newspaper published or circulated in the town. This must be done at least five days prior to the holding of the meeting. A copy of the warning must be filed with the town clerk by the selectmen (S.7-3). The person who has the warning posted and published must make a written statement that proper notice was given to the town clerk who records it with the town meeting records (S.7-4).

Annual Town Meeting. Except as otherwise provided by law, an annual town meeting must be held on the first Monday of October (S.7-1).

Special Town Meetings. The selectmen may convene special town meetings when they deem it necessary. They must warn a special town meeting when twenty persons qualified to vote in town meetings petition for it. The meeting must be held within twenty-one days after the petition is filed (S.7-1). An ordinance may be adopted providing that the selectmen warn a special town meeting on application of fifty persons qualified to vote in town meeting (S.7-2).

Adjournment of Town Meeting. Any town meeting may be adjourned from time to time as the interest of the town requires (S.7-1).

TOWN REPORT

Annual Town Report. In towns without a board of finance, the selectmen must prepare and publish an annual report. The report, which must be available for distribution, contains reports of town officers and boards which are required by law to be included, a statement of the amount of town aid highway funds received by the town, an itemized statement of the disposition of these funds, and any other matter which the selectmen deem advisable to include. Towns with populations of 5,000 or less, as computed by the tax commissioner, must publish their receipts and expenditures in detail (S.7-406).

Required Statements. The following statements must be included in the annual report:

1. An itemized estimate of the current expenses of the departments of the town for the coming year (S.12-122).
2. A list of uncollectible taxes (S.12-165).
3. A list of tax abatements (S.12-124).

4. A list of taxes refunded (S.12-129).

5. A list of tax accounts transferred to suspense (S.12-165).

6. The report of the tax collector which is required to be filed with the selectmen (S.12-165).

7. The recommendations and comments of the independent auditor (S.7-394).

8. The report of the town treasurer on any municipal reserve funds (S.7-363).

9. The report of the town health officer (S.19-74).

10. The report of the disbursements of the superintendent of highways and bridges (S.13-53).

TRAFFIC REGULATION

Traffic Authority. The board of selectmen serves as the town traffic authority when there is no police force in the town or in a city or borough within the town (S.14-297). The traffic authority may designate throughways, one-way streets, safety zones, bus stops and public service motor vehicle stands, taxi stands, loading and unloading zones and pedestrian cross walks and may make parking restrictions (S.14-301; S.14-303; S.14-304; S.14-305; S.14-306; S.14-308; S.14-307).

Traffic Control Signals. Installation of all traffic control signal lights in the town must be approved by the state traffic commission (S.14-299).

Speed Limits. The town traffic authority may establish speed limits on streets, highways and bridges wholly within the town subject to approval of the state traffic commission (S.14-219).

Regulations on State Highways. No traffic control devices may be installed or maintained on trunk line or state aid highways or bridges on these highways without consent and written approval of the state traffic commission (S.14-309).

Decorations near Traffic Control Signals. No decorations may be installed within the limits of any street or highway without a permit issued by the traffic authority. A clear view of all traffic control signals must be maintained (S.13-52a).

TREES AND FORESTS

Tree Warden. The selectmen of each town must appoint a tree warden within thirty days after their election. The tree warden is appointed for a term of one year and until his successor is appointed and qualified. The appointment must be reported to the state park and forest commission on blanks furnished by the commission. If the selectmen fail

to appoint a tree warden, the state park and forest commission may appoint one for the town. The commission has supervision over tree wardens and may instruct them in their duties (S.23-58).

Compensation of Tree Warden. The tree warden and his deputies receive reasonable compensation as determined by the town or the selectmen. If the town or the selectmen fail to set this compensation, the state park and forest commission may determine it (S.23-58).

Deputy Tree Warden. Any tree warden may appoint as many deputies as he deems expedient and may remove them from office (S.23-58).

Regulations of the Warden. Regulations of the tree warden when approved by the selectmen have the force of town ordinances (S.23-59).

Removal of Trees. When public safety demands, the tree warden may order removal or pruning of any tree or shrub under his control. The selectmen must pay any reasonable charge for this work. With approval of the selectmen the tree warden may remove any trees or plants under his jurisdiction which are hosts of insects or fungous pests (S.23-59).

State Forester. Any town may request the cooperation of the state forester in the preparation of plans for protection and management of publicly-owned woodlots or timber tracts, establishment of forest plantations, and marketing of forest products (S.23-20).

Transfer of Open Spaces. Any town and the state park and forest commission may agree to transfer control of open spaces from one to the other (S.23-12).

Maintenance of Abandoned Highways. The state forest fire warden may, with written agreement of the selectmen, maintain certain abandoned highways for forest fire prevention (S.23-51).

Gypsy and Brown-Tail Moths. The selectmen, upon request of the state entomologist, must appoint an agent for suppression of gypsy and brown-tail moths. The agent receives compensation as fixed by the selectmen and approved by the state entomologist (S.22-93; S.22-94).

WELFARE

Overseers of the Poor. The selectmen of the town are the overseers of the poor and provide, at town expense, all articles necessary for the subsistence of all paupers belonging to the town. Any person receiving town support must reimburse the town for all or a reasonable portion of support received (S.17-277).

Town Support. All persons who cannot support themselves and who have no relatives of sufficient ability who are obliged by law to support

them must be supported by the town. The town must support all paupers belonging to it whether they reside there or in another town in the state (S.17-273).

Medical Treatment. The town must provide medical treatment and necessary hospitalization for all persons being supported by the town (S.17-274). The selectmen may contract with the Institute of Living in Hartford for treatment of any mentally ill persons belonging to the town (S.17-275).

Request for Town Support. Before any person receives town support, he must make a written request for it to the selectmen accompanied by a full statement of his financial condition which is signed and sworn to. Requests for medical care and hospitalization may be signed by the person or institution furnishing such care (S.17-278). Any person who has control of any property belonging to a person applying for support must make a full statement of this property (S.17-279). Special provision is made for granting of support to owners of real estate (S.17-280; S.17-281).

Support of Nonresidents. The selectmen must furnish support to needy nonresidents. The selectmen must notify the town to which the person is chargeable and that town is liable for a portion of his support (S.17-285; S.17-287).

Burial of Paupers. The selectmen must provide decent burial for persons leaving insufficient estate or having no legally liable relatives (S.17-286).

Almshouses. The town may establish one or more almshouses for the admission of poor persons. The selectmen must provide medical examinations for almshouse residents and must apply for commitment to state institutions of mentally ill or deficient residents (S.17-289).

Records and Reports. The selectmen must keep complete and accurate records of persons receiving town support. Monthly reports, or as required, must be made to the state welfare commissioner of the number of persons supported and the cost of support; reports must be on forms approved by the commissioner (S.17-291).

State Aid. Upon receipt of quarterly reports of the costs to the town of pauper support and verification of these costs by the welfare commissioner, the state reimburses the town for 50 per cent of its general assistance expenditures (S.17-292).

Settlement. Settlement in a town is gained in the following ways:

1. By a person who is not an inhabitant of the United States, only on vote of the town meeting (S.17-262).

2. By an inhabitant of another state, after continuous residence in the town for four years without receiving town support, on vote of the town meeting, or after living continuously in the town for one year and possessing real estate valued at $500 which has been recorded for one year (S.17-263).

3. By an inhabitant of another town, after continuous residence in the town for four years without receiving town support or by vote of the town meeting (S.17-264).

4. By a widow and minor children of a person who has maintained himself and his family in the town without support for only a portion of the required four years, by continuing residence to completion of the four-year period (S.17-265). The settlement of a woman at the time of her marriage continues for herself and her minor children until her husband gains settlement (S.17-265).

Settlement is lost when a person resides outside of the town for more than four years, except that service in the armed forces of the United States or residence in a state institution does not affect settlement (S.17-266). Children of state paupers have settlement in the town in which their mother is domiciled (S.17-268). The selectmen may have nonresidents of the state or their town removed to their original homes if they become paupers before gaining settlement (S.17-269; S.17-270; S.17-271).

Support by Relatives. The husband, wife, father, mother or children of a pauper must provide for his support. The town may apply to the court of common pleas for enforcement of this requirement (S.17-320; S.17-321; S.17-322).

Aid to Dependent Children. The town officer charged with the administration of public assistance in the town may receive applications for aid to dependent children and forward them to the state welfare commissioner, or applications may be made directly to the commissioner. The application must show the name and exact residence of the person applying, the name, place and date of birth of each dependent child, and any other information required by the welfare commissioner (S.17-89).

Assistance for the Aged, Blind and Totally Disabled. The town welfare officer may take applications from persons seeking assistance to the aged, blind and totally disabled or applications may be made directly to the state welfare commissioner. All statements made by applicants concerning income, resources, and other matters pertaining to eligibility for aid must be sworn to. Applications made to the local officer must be forwarded immediately to the commissioner (S.17-118). Forms for applications are to be furnished by the commissioner (S.17-117).

Neglected and Uncared for Children. The selectmen may place any dependent, mentally deficient, delinquent, neglected or uncared for child

under sixteen in any licensed boarding home, agency or child-caring institution or with any blood relative of the child. This placement is for not more than thirty days unless the state welfare commissioner approves a longer period. The selectmen must, if possible, select a home of like religious faith to that of the parent of the child. The selectmen must notify the state welfare commissioner on forms prescribed by him of the period of such placement (S.17-40).

The selectmen may petition the juvenile court in behalf of a neglected and uncared for child (S.17-61). The selectmen may apply to the juvenile court for commitment of such a child to state care (S.17-62). The state welfare commissioner must notify the selectmen that application has been made for a license to operate a boarding home in their town (S.17-50).

Support of Committed Children. When a child has been committed to an institution or custodial agency, the town in which the child has settlement must pay quarterly to the state the difference between the amount paid by the parents and the amount paid by the state for the support of the child. If the state is paying entire support, the town must reimburse the state for the whole amount it pays. This provision does not apply to commitments to the Newington Home and Hospital (S.17-319).

Adoption. The selectmen may give in adoption any foundling minor child in their charge (S.45-61).

Bastardy Proceedings. The town may institute a bastardy suit (S.52-440). If the child is being supported by the town, the selectmen must consent to withdrawal or settlement of a complaint (S.52-439). When the town brings suit, the selectmen may affect a settlement before trial (S.52-441).

Commitment of Inebriates. The selectmen may apply to the probate court for commitment to state asylums of habitual drunkards, dipsomaniacs or narcotics addicts (S.17-138).

Commitment to Schools for Mental Deficients. The selectmen may apply to the probate court for commitment of persons to the Mansfield and Southbury State Training Schools (S.17-160; S.17-165).

Commitment of Mentally Ill Persons. The selectmen may make written complaint to the probate court about mentally ill persons who are dangerous to the community (S.17-177).

Crippled Children. The selectmen may apply to the Newington Home and Hospital or New Haven Orphan Asylum for admission of certain crippled children (S.17-307; S.17-309).

Guardian. The selectmen may apply to the probate court for removal of a guardian (S.45-43).

Conservator. The selectmen may apply for appointment of a conservator for a person who is incapable of managing his affairs (S.45-70). The court notifies one of the selectmen of hearings on applications for conservators (S.45-71). The selectmen may apply for appointment of a new conservator for a person who has moved from another town (S.45-78).

Detention Homes. Towns may provide detention homes for children or for persons accused of crimes who, in the opinion of the judge or prosecutor, need reformative rather than punitive treatment (S.17-46).

Social Worker. Any town, in which the need for public assistance is not sufficient to require a full-time social worker, may apply to the welfare commissioner for the part-time services of a social worker. The town pays the cost of this service as determined by the commissioner (S.17-9).

MISCELLANEOUS

Airports. When the town votes to establish an aviation commission to administer ordinances concerning airports, landing fields and aeronautics, the selectmen appoint the members of the commission (S.15-80).

Cemeteries. The selectmen must care for neglected cemeteries (S.19-159). The selectmen designate a person to receive and expend income from funds donated for the care of cemeteries (S.19-155).

Eminent Domain. The town may take property by eminent domain for a town hall and other necessary buildings; for schoolhouses and other school purposes; for a public square, commons, or parks; for a building for protection of records against fire (S.48-3; S.48-5; S.48-7; S.48-8; S.48-12).

Evicted Tenant. When a tenant is evicted and fails to remove his personal effects from the sidewalk, street or highway within twenty-four hours, the selectmen must remove and store them. If the tenant does not claim them within fifteen days, they may be sold at auction (S.52-549).

Fences. The selectmen may be called upon to settle disputes over division fences (S.47-49 through S.47-56).

Hearings before the Board of Selectmen. The first selectman may administer oaths in any matter before the board of selectmen (S.1-24; S.1-22; S.1-23; S.1-25).

Jury Committee. In January every year the selectmen must appoint three electors of the town, no more than two of whom belong to the same political party, to serve as a jury committee. The first selectman must notify the superior court clerk of the names and addresses of the committee (S.51-221).

Liquor Control. The selectmen must warn of a referendum on the sale of alcoholic beverages or beer when such vote has been petitioned for (S.30-10). The selectmen must prepare a list of persons known to use alcoholic liquor and to whom town support has been furnished within the past six months; this list must be given to all liquor permittees in the town (S.30-83). The selectmen must forbid the permittees in the town to sell liquor to persons who drink excessively on complaint (S.30-84).

Meetings of the Board of Selectmen. Meetings of the board of selectmen must be open to the public when in session and must be open when in executive session when voted by a majority of the members of the board. The vote of each member on any issue before the board must be recorded in the minutes of the session, the record of which must be available for public inspection at all reasonable times (S.1-21).

Memorial Day and Old Home Week. Appropriations for the observance of Memorial Day and Old Home Week are expended under direction of the selectmen (S.7-125).

Receivers for Associations. Under certain conditions, the selectmen may apply in the name of the town to the superior court for the appointment of a receiver of the property of an association, community or corporation (S.52-505).

Regaining Town Property. Summary process may be used to regain possession of any land or building owned by the town and held under lease (S.53-536).

Shellfish Grounds. The selectmen may appoint a committee to designate suitable places for planting or cultivating oysters, clams or mussels (S.26-238). The selectmen or the committee assigns grounds for individuals to cultivate (S.26-240; S.26-242; S.26-243). The selectmen approve construction of dams on saltwater creeks and inlets (S.26-248). The selectmen may determine the quantity of clams which may be taken in one day and prohibit taking of clams to protect natural beds (S.26-235).

Signposts. One or more town signposts for the posting of legal notices must be erected and maintained in every town at locations designated by the selectmen. Any town meeting may order erection of additional signposts. The selectmen may change the location of any signpost, but the change must be approved at the next annual town meeting (S.7-102).

Stray Animals and Lost Goods. The selectmen may impound certain stray animals (S.22-368). Two selectmen must determine the sufficiency of the fence around the enclosure into which animals have strayed (S.22-370). Lost animals and goods unclaimed after twelve months may be recovered by the selectmen for use of the town (S.50-7).

Suits against the Town. In suits against the town, process is served on the town clerk or one of the selectmen (S.52-57).

Trustee. The selectmen may apply to the probate court for appointment of a trustee for the estate of a person who has disappeared (S.45-87).

Veterans. The selectmen may apply to the veterans' home and hospital commission for headstones or a memorial stone for veterans who died overseas and whose bodies were not returned for interment (S.27-120; S.27-121). The selectmen pay burial expenses of veterans whose estate is insufficient to pay them (S.27-118). The selectmen annually appoint a three-member committee to see that veterans' graves are cared for (S.27-123).

Weights and Measures. The selectmen must provide standard weights and measures. They may appoint an inspector of weights and measures and fix his salary (S.43-8). The town may delegate to the selectmen the power to make regulations and prescribe fees for public weighers (S.43-15).

PART III

INDEX TO GENERAL STATUTES CONCERNING SELECTMEN

References in this index are to the General Statutes of Connecticut, Revision of 1958. The first number refers to the Title in which the section is located, and the second number refers to the section of that title. For example, 12-127 refers to section 127 of Title 12. Citations followed by "a" are found in the 1959 supplements. The supplements should be consulted for all amendments made by the 1959 session of the General Assembly.

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PUBLICATIONS OF THE INSTITUTE OF PUBLIC SERVICE

The Connecticut Town Meeting, Revised Edition, May 1954, 25 cents.

Handbook for Connecticut Assessors, Revised Edition, March 1957, $1.25.

Tips on Town Reports, December 1950, 50 cents.

Handbook for Connecticut Selectmen, Revised Edition, January 1960, $1.00.

Handbook for Connecticut Boards of Finance, Revised Edition, May 1956, 25 cents.

Handbook for Connecticut Town Clerks, Revised Edition, March 1959, $1.00.

Handbook for Connecticut Tax Collectors, Revised Edition, November 1959, 50 cents.

Handbook for Connecticut Boards of Education, March 1956, 50 cents.

Handbook for Connecticut Town Treasurers, July 1959, 50 cents.

Handbook for Connecticut Boards of Tax Review, April 1960, 50 cents.

Administration of Justice in Connecticut, June 1957, $1.25.

State Aid to Local Government in Connecticut, June 1958, 50 cents.

Forms of Town Government in Connecticut, Revised Edition, July 1956, 25 cents.

Units of Local Government in Connecticut, Revised Edition, March 1959, 50 cents.

Forms of City Government in Connecticut, Revised Edition, September 1956, 50 cents.

Local Bond Sales and Interest Rates, April 1954, 25 cents.

Small Homes and Community Growth, November 1954, 25 cents.

Growing Suburbs and Town Finance, November 1954, 25 cents.

State and Local Taxation in Connecticut, February 1956, 25 cents.

Assessment Administration in Connecticut Towns and Cities, July 1959, 50 cents.

Municipal Employee Benefits in Connecticut, October 1959, $2.00.

Employee Benefits in Connecticut Public and Private Employment: A Comparison, November 1959, $1.00.

Law Making in Connecticut, January 1959, 5 cents.

Facts about Property Assessment for Connecticut Taxpayers, 5 cents.

Connecticut Government, published six times a year, $2.00 per year.

HANDBOOK FOR CONNECTICUT SELECTMEN

1961 Legislative Changes

The 1961 Session of the General Assembly amended or repealed some of the statutes pertaining to the duties of selectmen. The changes which affect statements in the Handbook for Connecticut Selectman (1960 Edition) are listed below and corrections may be made in the text of the Handbook by deleting the words in brackets and inserting the words which are underlined.

Page 10, par 1, L 1 . . . town clerk or registrar of voters that the . . .

Page 13, par 7, L 2 . . . selectmen [annually before September 10] every month, the . . .

L 5 . . . written notice mailed by certified mail to the person . . .

Page 14, par 3, L 3 . . . clerk [before the warning of the election is issued] at least 31 days before any such election . . .

Page 15, par 2, L 9 . . . more than $1,000 if the town's grand list is less than $20 million, or not more than $2,000 if the grand list is over $20 million; additional . . .

Page 16, par 2, L 5 . . . must have a [justice of the peace] judge of the circuit court issue a . . .

par 5, L 4 [and] excess payments and taxes paid by persons entitled to a refund because of issuance of a certificate of correction.

Page 17, par 4, L 8 [$150,000] $200,000 during . . .

Page 19, par 6, LL 2-4 . . . the selectmen [annually] appoint [two members] one member of the district board. Any town over [5,000] 10,000 population is . . . for each additional [5,000] 10,000 population or fraction thereof provided no municipality shall have more than five representatives. Members are appointed for three-year overlapping terms (S.19-106).

Page 22, par 6, L 3 . . . unimproved roads [or for the purposes for which town aid funds may be used] (S.13-64).

par 7, State Aid and Trunk Line Highways. Delete entire paragraph and substitute:

State Aid and Trunk Line Highway. The highway commissioner may take into the state highway system any road or appurtenances when the commissioner finds it in the best interest of the state to do so and such road conforms to the definitions set out in Section 13-103b (S.13-103e). The highway commissioner may with the consent of the town, transfer sections of roads maintained by the state to the town provided the highway commissioner puts the same in reasonably good condition (S.13-116).

Page 26, par 3, L 2 — Events, Horse Shows and Dog . . .

par 5, L 7 — Agent for suppression of gypsy and brown-tail moths (S.22-93). This section is repealed.

Page 27, par 5, L 3 — Section 22-94 is also repealed.

Page 34, par 1, L 2 — . . . given in writing within 15 days of the request for inspection.

L 3 — . . . to the /court of common pleas/ circuit court

Page 36, par 9, — Delete entire paragraph. Sections 22-93 and 22-94 are repealed.

par 10, LL 1-3 — Overseers of the Poor. /The selectmen of the town are the overseers of the poor and provide, at town expense, all articles necessary for the subsistence of all paupers belonging to the town./ Any person . . .

Page 37, par 1, LL 1-3 — . . . by the town in which he resides or, if he has no residence, by the town in which he becomes in need of aid. /The town must support all paupers belonging to it whether they reside there or in another town in the state./

par 2, L 4 — . . . mentally ill persons /belonging to the town/ for whom the town is required to furnish support.

par 4, — Support of Nonresidents. Delete entire paragraph.

par 9, — Settlement. Delete entire section.

Page 38, par 5, L 3 — /court of common pleas/ circuit court for enforcement . . .

Page 39, par 3, — Support of Committed Children. Delete entire paragraph.

par 6, — Committment of Inebriates. Delete entire paragraph.

Page 42, par 3, L 4 — . . . The selectmen pay $150.00 toward the burial expenses . . .

The following sections of the 1958 Revision of the General Statutes cited in this Handbook were amended or repealed by Public Acts of the 1961 Session.

1958 Revision	1961 Public Act	1958 Revision	1961 Public Act
1-20	521	7-174	115, S.1
1-24	165	7-175	115, S.2
1-25	207	7-176	115, S.3
7-19	182	7-182	115, S.4
7-34	517, S.79; 572	7-183	115, S.5
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7-168	238, S.1	7-342	54, S.1

1958 Revision	1961 Public Act
7-348	409
7-392	535
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9-1 (f)	274, S.2
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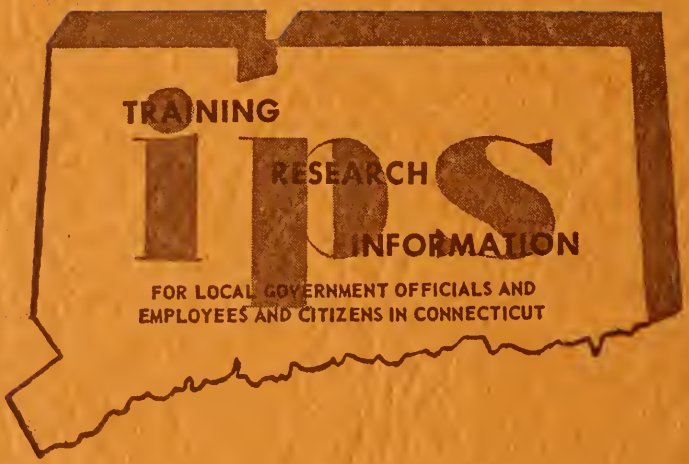
48-12	413
50-7	517, S.68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